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OFFICE OF HOMELAND SECURITY

GRANT MANAGEMENT MEMORANDUM

2007-007

Date: August 3, 2007

To: All Governors' Office of Homeland Security (OHS) Subgrantees

From: Grants Management Section

RE: FY 2007 Homeland Security Grant Program (HSGP) Application Update

FY 2007 HSGP Application – Entry into the ODP Secure Portal

The following are steps to follow to assist you with uploading your FY07 HSPG Application into the portal. Applications should be entered into the portal as well as hard copies mailed to our office. An updated "Application Checklist" is attached detailing materials needed for each of these processes.

1. Access the ODP Secure Portal at HTTPS://ODP.ESPORTALS.COM
2. Access "Library" (upper left under "What's New")
3. Access "FY07 HSGP Application" (towards bottom of screen)
4. Access "Upload Document"(far right)
5. For "Title of Document" enter "FY07 HSGP Application")
6. For "Description" enter "OA – Name" or "SA – Name" or "UA – Name" (for example, "OA – Alpine County, SA – Office of Homeland Security, UA – Bay Area)
7. For "File" click the :Browse" tab to insert your FY 2007 Financial Management Forms Workbook (double-click on the file)
8. For "Use Revision Control System" click "No".
9. Click "Upload" to add your document to the ODP Secure Portal.

In addition, hard copies of your application should be mailed to the following:

Governor's Office of Homeland Security
State Capitol
Sacramento, CA 95814
Attn: Grant Administration Unit

Subgrantees may submit a secure message to their Program Representative informing them that they have uploaded their application to the portal. The following steps are included to assist in this process:

1. ODP Secure Portal, California Compartment, Secure Messaging (Top left corner)
2. Compose Message (Top Right)
3. Under Address Book (left former), check "Users" only, the select "Refresh"
4. Under the search line, type program representatives last name, then select "Search"
5. Highlight program representative's name (California), then select "Insert Recipient"
6. Enter Subject "FY 2007 HSGP Application"
7. Select Priority (High/Medium/Low)
8. Select "Send Message Securely with external notification"
9. Send

Authorized Agent – Assigning a Designee

In order for an Authorized Agent to assign a designee, the Governing Body Resolution must be completed naming the designee. This will be submitted with the hard copy of the application to be mailed. The Governing Body Resolution is included at the end of the Grant Assurances form.

Application Checklist

Attached is an updated checklist for the FY 2007 HSGP Application. Connectivity to the CAL JRIES and Terrorism Liaison Officer must be documented. Additionally, the development of a Tactical Interoperable Communication Plan is strongly suggested but not required. These can all be completed in narrative form on official agency letterhead and submitted with the application to be mailed.

Grant Assurances and Resolution

Attached are the Grant Assurances and Resolution to be included with your FY 07 HSGP Application. These items are to be mailed with the hard copy of your application.

Additional Information

The correct address for the Sacramento RTTAC website is SACRTTAC@SACSHERIFF.COM

Thank you for your continued patience and cooperation during the application process. We hope this grant management memorandum clarifies any outstanding issues and assists in the successful preparation and submission of your FY2007 HSGP Application.

For further information or assistance, please feel free to contact your OHS regional representative.

Sincerely,

Larry M. Davis
Deputy Director, Grants Management